



Position Description

Title:	Assistant State Commissioner – Venturer Scouts (Manager of Youth Projects)
Short form:	ASC-VS
Reporting to:	State Commissioner – Venturer Scouts
Tenure:	3 year, reviewed annually

Purpose of the position

The State Venturer Council is seeking a highly motivated person to fulfill the role of Assistant State Commissioner – Venturer Scouts (Manager of Youth Projects), as the Manager of Youth Projects, you will be responsible for ensuring that the youth members of the NSW State Venturer Council are well represented and that the projects raised by the NSW State Venturer Council are in line with the Strategic Plan.

Program initiatives from project patrols may vary from social media projects, award scheme activities to major events. The ideal candidate for this role will pose the skills to be able to drive the project and ensure that all Venturers opinions across the state are well represented through the use of the NSW State Venturer Council.

The NSW Venturer Council has a goal of increasing total membership by 25% and as such is undergoing major change with a strong focus on being “Youth Leading, Adult Supporting” in the past 9 months the council has;

- Begun working on a Venturer Strategic plan
- Implemented new retention programs
- Ensured that youth members are part of the State Council
- Implemented new State wide events

Ensuring the success of these initiatives and the success of overall goals requires a focused team with a range of skills.

Responsibilities and duties

The ASC-VS will assist the SC-VS in five areas:

1. implementation advice – giving guidance to the State Venturer Council’s project patrols supporting a “Youth Leading, Adult Supporting” model
2. collaborative teamwork – working with the state Venturer Council members to drive project patrols and archive project outcomes
3. operational excellence – doing everything well
4. responsive and proactive – being efficient and effective in working with self-selecting Groups
5. performance measurement – knowing the status of ‘projects’ at all times

Selection criteria

While carrying out the responsibilities of the role, the Assistant State Commissioner – Venturer Scouts (Manager of Youth Projects) will always uphold the purpose, principles and values of Scouts Australia, will adhere to the Code of Conduct and Ethics, will abide by WOSM, National and State policies and will behave in accordance with the Scout Law and Promise. Importantly, Assistant State Commissioner – Venturer Scouts (Manager of Youth Projects) will comply with, and ensure the implementation of all applicable legislative and statutory regulations. The Assistant State Commissioner – Venturer Scouts (Manager of Youth Projects) will appreciate the importance of appointment reviews and be instrumental in ensuring their implementation across the State.

What we are looking for

The ideal candidate for this role should possess the following attributes;

- Passion for the Venturer Section
- Innovative ideas to help improve the overall quality of the Venturer Section & Scouting in general.
- Ability to work with a diverse range of stakeholders and teams.
- Enthusiasm for the strategic direction of Scouts NSW
- Proven record of accomplishment of, or demonstrable capacity for, leadership and the effective implementation of significant organisational change.
- Sound, evidence-based judgement, and accountable decision making.
- Enthusiasm for the strategic direction of Scouts NSW, including the Current Strategic Plan and the Chief Commissioner's Strategic Priorities.
- An appropriate fit with the positive and enabling culture of Scouts NSW.
- Strong written & verbal communication including social media

Desired Criteria

The successful candidate will be required to;

- Be a minimum of 18 years of age at the time of appointment.
- Completed or near completion of their Venturer Leader Training.
- Have ready access to the internet.

It is desirable but not required that the successful candidate will;

- Have a background or interest in project management
- Have a background or interest in marketing
- Be familiar with Microsoft Office 365 products

Qualifications

There are no mandatory qualifications for this position. The ASC-VS will be afforded the opportunity to hold a dual appointment providing both positions are managed within expectations.

For an Assistant State Commissioner Position, normal and current supporter requirements apply: eLearning modules in Bullying, Youth Safe and WHS, plus normal checks. The successful applicant will be encouraged to complete their advance leader training.

Accountability

This position is strategically important to Scouts NSW, with a strong achievement attitude required. The Program Director – NSW State Venturer Council will be assessed on the results they achieve. Assessment will include formal annual performance reviews. The strategic performance indicators that apply to this position include;

- Attendance to conferences & meetings
- Completion of NSW State Venturer Council Projects
- Personal Progression of your own Adult Leader Training
- Achievement of overall Strategic goals for the Venturer Section

Activities include, but are not limited to:

- Continuously build State Venturer Council members' interest in Project Patrols & the generation of projects in line with the strategic plan.
- Manage KIP's and hold project patrols accountable to the allocated tasks.
- Attend the three commissioner's conferences held in pennant hills
- Attend monthly video/voice conference calls from March through to November each year
- Maintain ongoing training